



NVDCINST 16713

## EXCHANGE, REINSTATEMENT OR RETURN TO DOCUMENTATION

These are general instructions which may not cover all requirements needed to document your vessel. Please see [46 CFR Part 67](#).

**APPLICATION FOR INITIAL, EXCHANGE OR REPLACEMENT OF CERTIFICATE OF DOCUMENTATION; REDOCUMENTATION:** Completed by new OWNER(s); submit an original OR copy of Form [CG-1258](#).

**CG-1340 BILL OF SALE:** Submit one original OR one copy of the bill of sale or [CG-1340](#), signed by or on behalf of all persons, transferring an interest in the vessel. Signature(s) of seller(s) must be acknowledged by a notary public. Altered bills of sale may be rejected. A copy of the bill of sale or related instrument will be returned.

**CG-1270 CERTIFICATE OF DOCUMENTATION:** Interest in a vessel may be transferred by the last documented owner(s) on the reverse of the original OR copy of the Certificate of Documentation. Signature(s) of seller(s) must be acknowledged before a notary public. Altered documents may be rejected.

**SATISFACTION OF MORTGAGE OR FORM CG-4593 APPLICATION, CONSENT AND APPROVAL FOR EXCHANGE:** If the vessel is subject to a mortgage, submit one original or one copy of the satisfaction of mortgage (completed by mortgagee, NOT vessel owner and properly acknowledged); **OR**, one original or one copy of Form [CG-4593](#), signed by both the owner and mortgagee. A copy of the satisfaction of mortgage will be returned. A copy of the form CG-4593 will not be returned.

**Chain of Title Simplified Method:** For vessels returning to documentation, ownership may be established from a state title OR state or foreign registration. A copy of the title or registration must be provided with the original or copy of bill(s) of sale from the owner shown on this paperwork to the applicant. For vessels under a foreign registry similar to U.S. Documentation, a copy of the registration and evidence of removal from that registry must be provided.

**NOTE: \*Simplified method may not be used if seeking a Coastwise endorsement for a vessel over 200 ITC gross tons. Complete chain of title from the last documented owner and citizenship evidence for each owner must be submitted. Form MA-899 may be used to establish citizenship and will be sent upon request.**

**EXPIRED CERTIFICATES OF DOCUMENTATION:** If the Certificate of Documentation has expired, owners may return the vessel to an active status. Complete Form [CG-1258 Application for Initial, Exchange or Replacement of Certificate of Documentation, Redocumentation](#), and submit the form with the fee of \$84.00, PLUS additional applicable fees for any trade endorsement(s) other than Recreation or Registry.

**Fees:**

|   |          |
|---|----------|
| Application for Exchange/Redocumentation <b>Recreational/Commercial</b> (includes 1 year expiration)..... | \$84.00* |
| Approval of Exchange if covered by a mortgage, CG-4593.....   | \$24.00  |
| Transfer on the reverse of a CG-1270 (Certificate of Documentation).....                                  | \$8.00   |
| Bill of Sale (per page).....  | \$8.00   |
| Mortgage (per page).....  | \$4.00   |

NOTE: One sheet of paper with information on both the front and back is considered TWO (2) pages.

**\*ADD Commercial Endorsement Fee:**

|                |           |
|----------------|-----------|
| Coastwise..... | \$29.00   |
| Fishery.....   | \$12.00   |
| Registry.....  | NO CHARGE |

NOTE: When more than one endorsement is requested, only the single highest endorsement rate applies - \$29.00 MAXIMUM.

**\*ADD Recreational Endorsement Fee.....NO CHARGE**

**\*ADD Recreational (endorsed with Recreation ONLY) Multi-Year Expiration Fee:**

|                 |          |
|-----------------|----------|
| Two Year.....   | \$26.00  |
| Three Year..... | \$52.00  |
| Four Year.....  | \$78.00  |
| Five Year.....  | \$104.00 |

**Instructions:**

- 1) Return existing Certificate of Documentation if available.
- 2) Checks and money orders payable to U.S. Coast Guard, or credit card payments with accompanying CG-7042 Authorization for Credit Card Transactions are also accepted and must accompany the application. Fees are non-refundable as per 46 CFR 67.500(d).
- 3) Documents may be mailed to the NVDC using the information on page one (1) or sent via e-mail to: [NVDC.PDF.FILING@uscg.mil](mailto:NVDC.PDF.FILING@uscg.mil).